

## Mayor and City Council Update March 20, 2020

**To:** Mayor and Council  
**From:** Administration  
**CC:** Department Heads

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### **Administration**

#### **Assistant City Administrator Position - Search Update:**

Clark Patterson Lee (CPL) is conducting the executive search process for the Assistant City Administrator position. Six candidates have been invited to the next round of the interview process which will be a panel interview. However, as a result of the COVID-19 social distancing requirements, the 6 candidates have been notified that the interview process will be postponed tentatively until mid to late April.

#### **Staff Working Remotely:**

As a result of COVID-19, staff started working remotely Tuesday of this week. Although very different for many of us, things have been going pretty smoothly for the most part. Remote working will continue for as long as needed. The City Administrator appreciates everyone's teamwork, positive spirit and flexibility as we adjust to this new normal. Much thanks to Chris Addicks and Dan Campbell in our Information Systems Department for helping us all stay connected through the technology efforts.

### **Library**

**Staff assignments:** All library staff are working from home at this time. Professional staff are working on selections of eResources to add to the collections; ideas for virtual programming; and online catalog maintenance. Paraprofessional and clerical staff are working on staff training assignments which can be done remotely. Professional staff are alternating visits to the library to empty the book drop. Precautions are being taken to protect staff who are retrieving the drop.

**Postal service:** The library's mail is being held at the Windy Hill post office. Mary Moore will retrieve the mail every other day and process it. Book deliveries have been delayed to March 31.

**Digital resources:** The library has added lots of new eBooks and eAudiobooks to the digital collections to help meet increased need. We will continue to do so.

**New model for library services:** Mary Moore is working on ways to offer library services throughout a prolonged social distancing protocol.

## **Finance**

### **Purchasing update:**

We have postponed the pre-bid meetings and site visits for both the Door Locking System and Architectural Services for Parks. We are working with prospective vendors on other projects to try to keep them on track. We are going to accept submissions via email in addition to physical delivery at City Hall in an effort to accommodate everyone.

### **Finance and Utility Services update:**

As mentioned in an earlier email, staff are available in both departments to provide continuity of operations.

## **Department of Environmental Services (KSB)**

### **Environmental Services:**

Staff – Janet and Julie are working from home.

Smyrna Outdoor Market -applications from vendors are being accepted. Delay in opening could happen to due CoVid-19.

Community Garden – still accepting new gardeners. Have 21 plots to be built and installed. Delays due to CoVid-19.

ARC Green Communities Designation – continues to move forward. Still waiting to hear from GA Power on the costs for two additional sites for EV charging stations.

ESCO RFQ – Pre-submittal meeting cancelled. Proposals still due on April 3.

### **Recycling Center:**

Closed to public.

### **Keep Smyrna Beautiful:**

All events cancelled through May. This includes Shred Fest, Great American Cleanup, Garden Tour.

## **Parks & Recreation**

The Parks and Recreation Department has closed all facilities. We have locked all gates to fields and courts as well as restroom facilities. We have placed the provided signage on all facilities.

This week we will be spraying out the rye grass on all fields to prevent the need to cut grass. While we are applying this herbicide, we will also apply a growth regulator to slow the growth of the Bermuda as it comes out of dormancy. Together we should be able to go 4 to 6 weeks without having to cut any turf.

We have also canceled all events, programs and activities through April 5th. Additionally, we have canceled the Spring Break Camp scheduled for the week of April 6<sup>th</sup>.

All staff have been sent home and have been directed to be available as necessary and to only report to work sites if necessary. This will include the maintenance and operation of the two pools and the completion of payroll.

## **Public Works**

Public Works Director has implemented an ( A )Typical Work plan which will consist of adjusting public works staff into two groups/ two different work schedules (Group A & B). This adjustment to staffing is to continue all services in Public Works to the citizens of Smyrna and limit risk and exposure to staff during this national health emergency .Public works hours will remain 7am to 4pm, with all sanitation routes remaining the same along with water sewer emergencies and roadway repairs.

### **TRAINING:**

Public Works Supervisors, Foreman and Managers attending the UGA Carl Vinson institute For Local Government Management Training. The training will take 6-8 months to complete in Canton GA. First class group project begins March 14<sup>th</sup> at The Children's Haven, 1083 Marietta Hwy, Canton, GA 30114. Next round of classes with new staff members attending begins April 14th at Marietta Cobb County Water Authority Training Center. All training has been put on hold until further notice.

Public Works Staff in all departments will all attend training by the end of the physical year, which will include electrical, trench safety, flagging, roadway construction setup, competent persons, and state certification classes.

### **BUILDING/GROUNDS DIVISION:**

Building and Grounds Division is currently under way with full roof replacement at Public Works Facility. Roof will undergo inspection for final completion. **Project 95%** complete.

### **WATER /SEWER DIVISION:**

Water/Sewer Division is currently grading sewer infrastructure with our sewer sonar equipment that grades the condition of the pipe and capacities of flow, this technology cuts down on cost of fuel and repairs and maintenance to our emergency sewer equipment such as our Jett Truck And video inspection equipment. Staff will grade a Council Ward and the areas that need attention will be addressed with jet truck and video inspection to determine what needs to be done to correct the issue. This project is taking place in Ward 4 that is currently **65% completed**.

Phase 2 of the South Cobb water main install from Banks Street to Benson Poole is in design phase. Crews on site surveying for design, draft is being reviewed by public works staff for final drawings to be completed.

Crews working on raising valves and manholes that where lowered for the resurfacing throughout the city. **Project 92% complete**.

### **WATER /SEWER DIVISION:**

**Sanitary Sewer Outfall Sub-Basin 3 project:** Pipe lining has been completed from Elizabeth Street to Lochlomand Lane. Temporary roadway and piping being removed, temp fencing has been removed and permanent fencing installed. Only 2 small areas remain to be landscaped for project to be completed and final inspection of project to be done **Project 95%** complete.

**Church Street Water Main Project:** Contractor has next phase of the project to start at Davis Street to King Street. **Project 60%** complete.

**Windy Hill Road Water Sewer Modifications:** Contractor RDJE has started video inspection of sewer main line to mark customer taps. Bypass pumping for sewer has been put in place along with all silt fence installed for erosion control measures.

## **HIGHWAY/STREET DIVISION:**

Highway/Street Division has an ongoing sidewalk installation project underway on Powder Springs Street. This will connect other interior pedestrian transportation facilities. Wall has been built, landscaping and pavers remain to be installed. **Project 65% complete.**

Highway/Street Division has an ongoing sidewalk installation project underway on Old Spring Road. This will connect other interior pedestrian transportation facilities. Curb and Gutter and all driveways have been completed; sidewalk remains to be finished. **Project 70% complete**

## **SPLOST:**

***Roswell Street Roundabout:*** Vertical Earth LLC contractor has been put on an 18 day hold due to the rain, this will give time for the Aggregate base to dry to start processes of paving. The center circle has been installed and paved. Approximately 50% of the sidewalks have been installed. Shoulders have been backfilled and temporary grassing has been applied. The project is about 65% complete. The project is still on schedule for a late April completion depending on weather conditions. Contractor will start back on the project the 25<sup>th</sup> of March to start the paving of the roundabout, weather permitting. Moisture content at 13% needs to be around 5% in the ground before paving can be started.

## **Fire Department**

### **Incidents**

Fire-0

Medical- 43

Other- 29

Total- 72

## **Police Department**

**Total number of arrests:** 26

**Total number of citations issued:** 123

**Total number of citation (warnings)** 55

**Total number of calls for service:** 921

**Total number of employees on limited duty:**

The Police Department continues to operate under the published contingency plans for enforcement, corrections, and the E-911 center.

## **Community Development**

<b>Type</b>	<b>#</b>	<b>Estimated Cost of Construction</b>	<b>Location</b>
Building New/Residential	27	\$5,957,735	27-Brookside Lake Manor
Building Remodel/Residential	7	\$150,675	2-Reroof 3-Interior 1-Remodel w/Addition 1-Pool
Building Remodel/Commercial	2	\$17,000	2-Remodel-3080 Jonquil Dr (Viking Alchemist) & 7000 Highlands Pkwy (AT&T)
Electrical	1	-	-
Plumbing	2	-	-
HVAC	2	-	-
Signs	5	-	1-Wall Sign – 2387 S Cobb Dr (Discount Smoke & Food Mart) 2-Walls Signs & Face Change-3205 S Cobb Dr (Citi Trends) & 821 Concord Rd (World Finance)
Grading	-	-	-

### **WEEKLY INSPECTIONS**

<b>Type</b>	<b>Number</b>	<b># of Sites</b>
All	192	139

### **NEW BUSINESSES**

<b>Name</b>	<b>Location</b>	<b>Home/Commercial</b>	<b>Description</b>
ZEOCEM, INC	5500 HIGHLANDS PKWY SE	C	WHOLESALE TRADE – DURABLE GOODS
EDEN'S CARE	3740 WALTON LN SE	H	HOME HEALTH CARE
MICHAEL HOME IMPROVEMENT	8 CUMBERLAND WAY SE	H	SPECIAL TRADE – CONSTRUCTION
ECCO PLUS TAXI LLC	560 WINDY HILL RD SE, UNIT E	C	TAXI
MI RAYO TAXI LLC	560 WINDY HILL RD SE, UNIT E	C	TAXI